

# 凌玲

26 岁|18326059923|maxine220180@163.com  
女|汉族|合肥



## 教育背景

2022.9-2025.6 中国科学技术大学 英语笔译（硕士） GPA: 3.8（专业前 5%）

主修课程：中西翻译理论、科技翻译、新闻翻译、计算机辅助翻译  
学术成果：参与《基于数字人文的徽派古建筑文化对外传播研究》（节选）汉译英实践

2017.9-2021.6 安徽建筑大学 英语（本科） GPA:3.7（专业前 5%）

主修课程：高级英语、英语文体学、英语修辞学、跨文化交际  
获奖荣誉：校级优秀毕业生、国家励志奖学金

## 实习经历

2024.7-2025.1 大众汽车（中国）科技有限公司 团队助理实习生

- 协调部门会议及日程安排，保障团队日常运作顺畅高效
- 翻译技术文档和会议材料 15 篇以上，提升团队沟通效率
- 独立负责采购实验室和办公物资，优化物料供应流程，确保物资及时到位
- 协助梳理部门行政流程 SOP，规范文件归档标准，提升行政工作标准化程度

2023.02-2023.05 广州天博广告有限公司 英语翻译实习生

- 独立完成多项广告宣传材料翻译，涵盖 PPT、视频字幕与文案等多种形式
- 在多任务并行及紧急工作节奏下，高效完成翻译工作，翻译量累计超 3 万字

## 校园经历

2023.9-2025.6 外语系 2022 级英语笔译硕士班 班长

- 全面负责班级日常事务协调，搭建师生沟通桥梁，学期信息传达准确率达 100%
- 积极配合团支部书记开展团日活动，班级获评“五四红旗团支部”荣誉称号
- 策划并执行“喜迎中秋·欢聚青春”、“盛夏未央·相聚如初”等主题活动，参与人数覆盖班级 90%

2023.5 人文与社会科学学院 志愿者

- 在“科技人文学科发展研讨会”期间积极参与志愿服务，荣获“优秀志愿者”称号
- 加入学校科技周活动导游组，负责带领小学班级参观校园和科普点，并对游客问题给予解答

## 个人技能

语言能力：英语专业八级（良好）、专业四级（良好），英语可作为工作语言  
翻译工具：熟练使用 Trados 机器辅助翻译工具，掌握术语库搭建与维护  
办公技能：精通 Word、Excel、PPT 等办公软件，可以高效完成各项工作  
软技能：本硕期间均担任班长，具备极强的组织协调能力和团队管理经验

# Ling Ling

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Hefei, China



## Education Background

**University of Science and Technology of China**  
**Master of English Translation and Interpreting**

**Sep 2022- Jun 2025**  
**GPA: 3.8 (Top 5%)**

Major Courses: Chinese and Western Translation Theories, Scientific and Technical Translation, News Translation  
Academic Project: Participated in the Chinese-English translation of External Communication of Huizhou Ancient Architecture Culture Based on Digital Humanities (excerpts)

**Anhui Jianzhu University**  
**Bachelor of Arts in English**

**Sep 2017- Jun 2021**  
**GPA: 3.7 (Top 5%)**

Major Courses: Advanced English, Stylistics, Rhetoric, Intercultural Communication  
Honors: Outstanding Graduate (School Level), National Encouragement Scholarship

## Internship Experience

**Volkswagen Group (China) Technology Co., Ltd.**      **Team Assistant Intern**

**Jul 2024 – Jan 2025**

- Coordinated team meetings and schedules, ensuring smooth and efficient daily operations
- Translated over 15 technical documents and meeting materials, enhancing communication efficiency
- Independently managed procurement of lab and office supplies, optimizing supply procedures
- Assisted in refining departmental SOPs and standardizing document archiving processes

**TBWA HAKUHODO**

**English Translator Intern**

**Feb 2023 – May 2023**

- Independently translated various advertising materials, including PPTs, video subtitles, and copywriting
- Delivered high-quality translations under tight deadlines, with a total output exceeding 30,000 words

## Campus Experience

**Class of 2022 MTI**

**Class President**

**Sep 2023 – Jun 2025**

- Managed daily class affairs and facilitated communication between faculty and students with 100% accuracy
- Supported Youth League activities, helping the class earn the award of the Youth League branch
- Planned and executed themed events such as "Mid-Autumn Celebration" and "Summer Reunion"

**School of Humanities and Social Sciences**

**Volunteer**

**May 2023 – Jun 2023**

- Served at the "Seminar on the Development of Science and Humanities," awarded "Outstanding Volunteer"
- Participated in Science Week as a tour guide, leading elementary school classes and answering visitor questions